

Emergency Action Guide

Emergency Contacts

- Dial x7911 for LBNL on site emergencies
- LBNL 24/7 Emergency Notification/Contact Team: (510) 486-6999
- LBNL 24/7 Emergency Notification/Contact Team, 486-6999

Look for Berkeley Lab's EMERGENCY RESPONSE GUIDE (the red flip chart) in your area

Building Emergency Teams (BET) are trained to respond to emergency, operate fire extinguishers and provide first aid, CPR and evacuation assistance

Fire

- Alert people and activate fire alarm
- Call x7911
- Evacuate building (do not use elevators)
- Notify building manager, BET members, and supervisor

Earthquake

- Duck, Cover and Hold
- DO NOT RUSH OUTSIDE
- Go to assembly area when safe to exit

Personal Injury

- Follow instructions in the EMERGENCY RESPONSE GUIDE
- Report ALL Injuries to Health Services at x6266
- Report incident to supervisor

Hazardous Material Spills

- Follow instructions in the EMERGENCY RESPONSE GUIDE

See **EMERGENCY RESPONSE GUIDE** for further information!

List names and contact info for the building manager and BET for your building (www.lbl.gov, A-Z index under "B") on the red flip chart

EH&S Training

Job Hazard Questionnaire (JHQ) (www.lbl.gov, A-Z index under "J")

- All employees must take JHQ and complete required training
- Employees must update JHQ annually and when work activities change

Employees working in labs must be supervised until training is completed

Ergonomics

Go to www.lbl.gov, A-Z index under "E" for ergo info on:

- A workspace evaluation—request if you are a new employee, moved to a new workspace location, or at the earliest signs of discomfort.
- Resources for good ergonomic practices/equipment

Chemical Hygiene & Safety

(www.lbl.gov, A-Z index under "C")

Chemical Hygiene

- No eating or drinking in labs
- Read MSDS before using chemical (www.lbl.gov, A-Z index under "M")
- Use appropriate Personal Protective Equipment (PPE) (e.g. lab coat, closed-toe shoes, safety glasses)
- Use gloves suitable for chemical and task (www.hazmat.msu.edu:591/glove_guide/)

Chemical Management

- Label all containers with chemical, owner, date and hazard
- Use Chemical Management System (www.lbl.gov, A-Z index under "C") and barcodes for all purchased chemicals

Waste Disposal

- Dispose of all hazardous waste in Satellite Accumulation Area (SAA)
- Notify ESD Safety Coordinator to start or to dismantle an SAA
- Take EH&S Hazardous Waste Generator training before using SAA
- Requisition waste pickup every six months and when container is full (www.lbl.gov, A-Z index under "H")

Labspace Lead PI (LLPI)

- One LLPI for each ESD lab space resolves safety issues
- Meet with LLPI before working in a lab
- Discuss new work with LLPI

Off Site Field Work

Before travel to field site:

- PI prepares an Offsite Safety and Environmental Protection Plan (OSSEPP) (www-esd.lbl.gov/ESDEHS/ossep.html)
- OSSEPP is read and signed by all participants in field work, filed in division office and copy is taken to field
- OSSEPP is revised for changes in scope-of-work, hazards and/or personnel and reviewed annually

Important Resources/Contacts

- ESD's ES&H website: www-esd.lbl.gov/ESDEHS/index.html
- EH&S Division website: www.lbl.gov/ehs (look for quick links on left side of page)
- Pub 3000, Berkeley Lab's Health and Safety Manual: www.lbl.gov, A-Z index under "P"
- ESD Safety Coordinator: Jil Geller x7313, JTGeller@lbl.gov
- ESD EH&S Liaison: Rob Connelly x4028, RJConnelly@lbl.gov
- Waste Management: Howard Hansen, x5867, HLHansen@lbl.gov
- Industrial Hygiene: Larry McLouth, x5286, LDMcLouth@lbl.gov
- DOE Ethics Hotline: 1-800-999-9057

For a complete description of these and all other policies,

Please refer to the ESD EH&S Website at <http://www-esd.lbl.gov/ESDEHS/> or contact Jil Geller, ESD Safety Coordinator at 510/486-7313, jtgeller@lbl.gov

